

# Family-Friendly School Checklist

Mark each statement with a number:

|                         |                              |
|-------------------------|------------------------------|
| Already doing this: 4   | This would take some time: 2 |
| Could do this easily: 3 | This would be really hard: 1 |

## Welcoming Environment

|  |   |
|--|---|
|  | Friendly signs inside and out welcome families and visitors and explain how to get around the building. <b>Extra Credit:</b> A parent help desk is just inside the main entrance. |
|  | The school has standards of welcoming behavior that apply to all staff, including bus drivers, security guards, custodians and cafeteria workers.                                 |
|  | Front office staff is friendly – recognize visitors right away, provide information easily and answer the phone in a way that makes callers glad they have called.                |
|  | A comfortable family resource room where parents can meet is stocked with books, games and educational information that families can borrow.                                      |

Total Score \_\_\_\_\_ (Add one point if the extra credit applies)

## Programs and Activities to Engage Families in Improving Student Achievement

|  |  |
|--|--|
|  | Current student work is displayed throughout the building. Exhibits clearly explain the purpose of the work and the high standards the work should reflect.        |
|  | All programs and activities for families focus on student achievement – they help families understand what their children are learning and promote high standards. |
|  | Special workshops, learning kits and other activities show families how to help their children at home – and respond to what families say they want to know about. |
|  | The school reports to parents about student progress and how teachers, parents and community members can work together to make improvements.                       |

Total Score \_\_\_\_\_

### Strong Relationships Between Teachers and Families

|  |  |
|--|--|
|  | A “joining process” welcomes families to the school, offers tours and introduces them to staff and other families. <b>Extra Credit:</b> Bilingual speakers are available to help families. |
|  | Frequent opportunities for teachers and families to meet face-to-face and get to know each other – class meetings, breakfasts, home visits, class observations – are provided.             |
|  | Teachers or advisors make personal contact with each family at least once a month.   |
|  | A family liaison helps teachers connect to families and bridge barriers of language and culture.   |

Total Score \_\_\_\_\_ (Add one point if the extra credit applies)

### Developing Families’ Self-Confidence and Power

|  |   |
|--|---|
|  | Families are involved in planning how they would like to be involved at the school.   |
|  | School committees and the PTA/PTO reflect the diversity of the school community and actively recruit and welcome families from all backgrounds.                           |
|  | The school is open and accessible – it is easy for parents to meet with the principal, talk to teachers and counselors, and bring up issues and concerns.                 |
|  | Parents develop school improvement projects and do action research – survey other families, observe in classrooms, review materials and visit other schools and programs. |

Total Score \_\_\_\_\_

### Professional Development for Families and Staff

|  |   |
|--|---|
|  | Families learn how the school system works and how to be an effective advocate for their child. <b>Extra Credit:</b> Each student has a student support team that includes parent(s). |
|  | Teachers learn about effective approaches to working with families of diverse cultural backgrounds.   |
|  | Families and staff have opportunities to learn together how to collaborate to improve student achievement.  |
|  | The school reaches out to identify and draw in local community resources that can assist staff and families.  |

Total Score \_\_\_\_\_ (Add one point if the extra credit applies)

Total Score for Entire Checklist: \_\_\_\_\_

**Scoring Guide**

|   |       |  |
|---|-------|--|
| A | 70-80 | You're a Family Friendly School!                             |
| B | 60-69 | With a little more work, you'll be there.                    |
| C | 50-59 | Focus on the easiest areas, and then tackle the harder ones. |
| D | 40-49 | You may need outside help. Pull together an action team.     |

Reflection:

Which areas are we doing well?

Which ones will need more work?

What are our major concerns right now?